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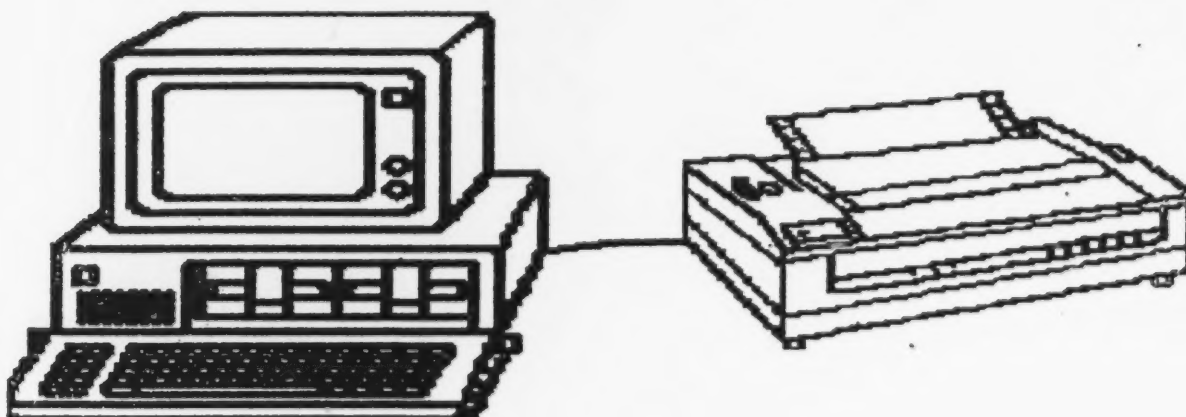
This tutorial for the word processing program WordStar, Version 4, begins with a glossary of terms/keyboard definitions and a brief description of the capabilities and features of the program. Individual chapters then explain start up procedures, creating a document, editing tools, saving and printing, and the use of dot commands to control printing and page layout. A final chapter reviews the materials covered in the tutorial and suggests that further guidance can be found on the tutorial disks provided by the WordStar program. The text is supplemented by six figures illustrating the various menu displays and a diagram of the keyboard.
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WORDSTAR

version 4

TUTORIAL



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WORD STAR FOUR TUTORIAL

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GLOSSARY/KEYBOARD DEFINITIONS

BACKSPACE KEY - used for erasing characters/spaces to its left

CONTROL KEY (Ctrl) - is pressed at the same time as the other letter with which it is shown

CURSOR - the blinking straight line showing your position in the document

DEFAULT - a preset response built into the program itself

DELETE KEY (Del) - used for deleting spaces/characters where the cursor is

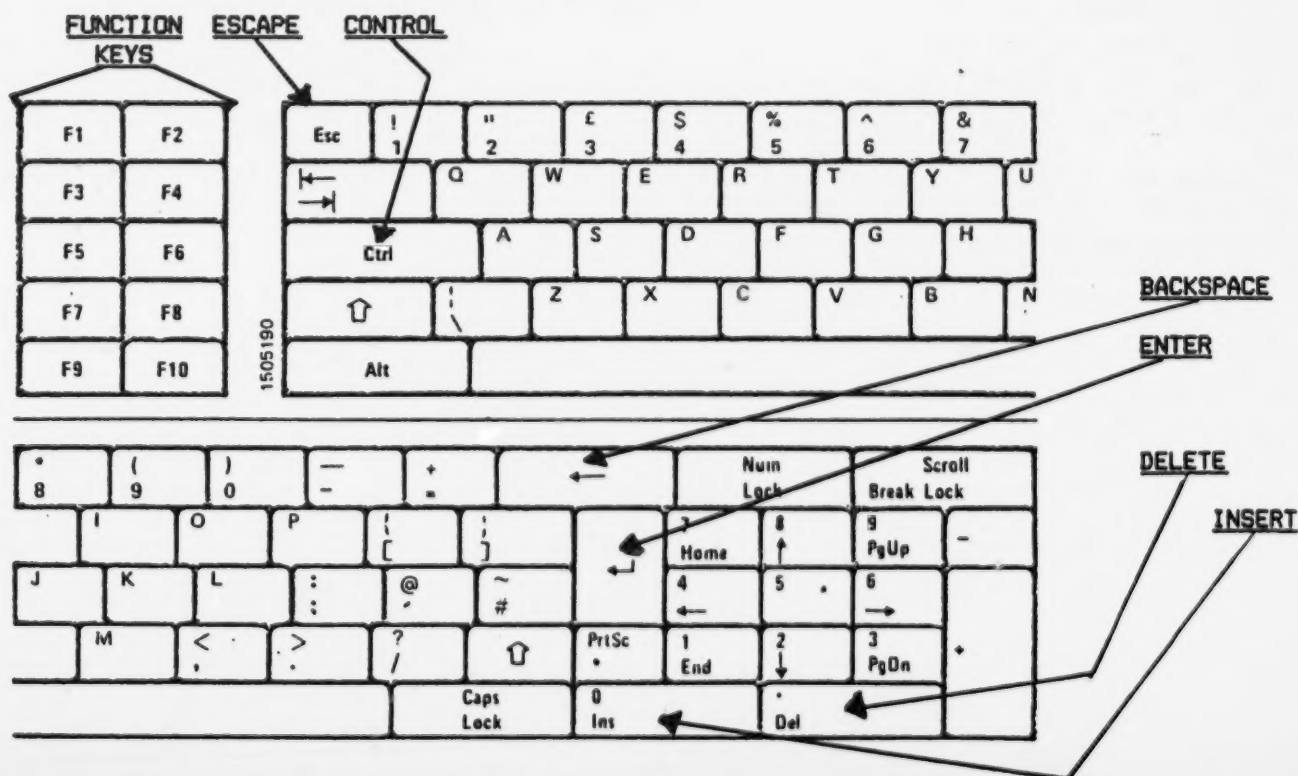
ENTER KEY - used to insert line spaces or select commands from the menus

ESCAPE KEY (Esc) - three basic purposes:

1. To cancel a command choice you made by mistake
2. To call up the "Shorthand Menu" from the "Edit Menu"
3. To accept the default settings when answering print option questions.

FUNCTION KEYS (F1-F10) - corresponds to the commands shown at the bottom of the screen. There are two commands for each key. The top row of commands is selected by **PRESSING** the shift and function key at the same time. The bottom row of commands is selected by **PRESSING** the function key only.

INSERT KEY (Ins) - used to turn the insert mode on or off. The insert mode allows you to insert text when it is on.



CHAPTER I

INTRODUCTION

WordStar Four is a word processing program that allows you to write, edit, print, and file data more efficiently than a typewriter. This includes letters, reports, memos, directories, and forms. You still use a typewriter-style keyboard. You can rewrite the document by simply typing over your mistakes, and keep copies of what you write without ever using paper. When you print the document, every page will appear as if it were newly typed. Some of WordStar's features are:

- * Correct typing errors without retyping the entire page
- * Move sections of text to new locations
- * Copy sections of text to one or more locations
- * Align and center text
- * Improve the appearance of your paper with special features like:

BOLDFACE.....	BOLDFACE
UNDERLINE.....	<u>UNDERLINE</u>
SUPERSCRIP.....	^{SUPERSCRIP}
SUBSCRIPT.....	_{SUBSCRIPT}
ITALICS.....	<i>ITALICS</i>

To use WordStar's functions, you must give the computer commands. Many commands come from WordStar menus. The directions that follow will show you how to use WordStar for creating, editing, saving, and printing documents with ease. You should read and follow all of these directions completely to avoid problems and to save time.

CHAPTER II

START UP PROCEDURES

LIST OF EQUIPMENT

1. IBM Word Star Four Program Disk
2. One Blank Formatted Floppy Disk (data disk - used to store your work)
3. IBM Personal Computer or compatible, Monitor, Keyboard, and Printer
4. Knowledge of Basic Computer Terminology and Functions

PROCEDURE I

The program disk must have the COMMAND.COM file and an AUTOEXEC.BAT file on it to use this procedure. COMMAND.COM has the data needed to run the computer and AUTOEXEC.BAT has commands in it that will start the WordStar program. If your program disk does not have these files, use Procedure II.

1. INSERT the WordStar Four program disk into drive A. (On dual drive units, drive A is either the top one or the left one.)
2. INSERT your data disk into drive B.
3. TURN ON the monitor and the computer.

When the red light by drive A comes on, the program is being loaded into the computer. The computer will prompt you for the date and time.

4. ENTER the date and time or PRESS the ENTER key two times to bypass these prompts.

You will see WordStar's introductory screens momentarily. The final screen is the "Opening Menu" and should look like Figure 3-1.

WordStar Professional Release 4

O P E N I N G M E N U

D open a document	L change logged drive/directory
N open a nondocument	C protect a file
P print a file	E rename a file
M merge print a file	O copy a file
I index a document	Y delete a file
T table of contents	F turn directory off
X exit WordStar	Esc shorthand
J help	R run a DOS command

DIRECTORY Drive A 129k free
 0k AUTOEXEC.BAK .1k AUTOEXEC.BAT 0k CONFIG.SYS 1.5k WSINDEX.XCL

FIGURE 3-1

PROCEDURE II

Use this procedure if your program disk does not have COMMAND.COM and AUTOEXEC.BAT. files.

1. INSERT your MS-DOS disk into drive A.
2. TURN ON your monitor and computer.

The computer will load the MS-DOS disk and ask you for the date and time.

3. ENTER the date and time or PRESS the ENTER key two times to skip these prompts.
4. REMOVE the MS-DOS disk when you see the "A>" prompt on your screen.
5. INSERT your WordStar Program disk into drive A.
6. TYPE WS and PRESS the ENTER key.

WordStar's introductory screens will appear momentarily. Then, the "Opening Menu" will be displayed as in Figure 3-1.

CHANGING THE DATA DRIVE

Below the "Opening Menu" is a list of files on the program disk. To protect the files on the program disk, you should store your files on a separate disk. This procedure will show you how to use drive B for storing your files.

1. TYPE L (change logged drive/directory) from the "Opening Menu."

The computer gives you a choice of disk drives.

2. TYPE B and PRESS the ENTER key.

The screen will return to the "Opening Menu." The Directory below the menu now shows a list of all files on the disk in drive B. If the disk is blank, no files will be listed (see Figure 3-2). You are now ready to create a document.

WordStar Professional Release 4

O P E N I N G M E N U

D open a document	L change logged drive/directory
N open a nondocument	C protect a file
P print a file	E rename a file
M merge print a file	O copy a file
I index a document	Y delete a file
T table of contents	F turn directory off
X exit WordStar	Esc shorthand
J help	R run a DOS command

DIRECTORY Drive B 354k free

FIGURE 3-2

CHAPTER III

CREATING A DOCUMENT

This procedure allows you to create a file for entering text. When you are finished with this process, you can type your letter, report, or whatever else you would type on a typewriter.

1. TYPE D (open a document) with the "Opening Menu" displayed.

The computer will prompt you for the file name.

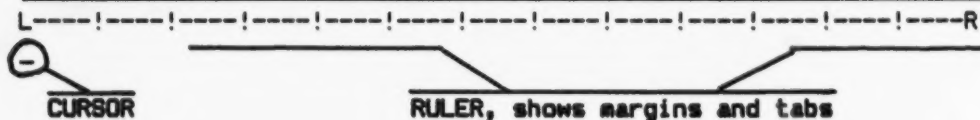
2. TYPE the NAME of your new document and PRESS the ENTER key.

The name should remind you of the purpose for the file. There cannot be any blank spaces in the name you choose, and there are restrictions on the characters you can use. You may use any letter, any number, and any of these symbols: \$ % ' _ @ () ! #. The computer will accept filenames up to 8 letters long. Anything longer will be automatically shortened to 8 letters. You may also use a period, followed by three more characters to help you remember what type of file it is. For instance, MOM.DOC could be a document file to your mother.

An "Edit Menu" appears on the screen with space below for entering your text (see Figure 4-1). The cursor is blinking on line one of your new file.

3. Begin typing your material as you would on a typewriter.

BIMOM		P01 L01 C01	Align	
		EDIT	MENU	
CURSOR	SCROLL	ERASE	OTHER	MENUS
^E up	^W up	^G char	^J help	^O onscreen format
^X down	^Z down	^T word	^I tab	^K block & save
^S left	^R up screen	^Y line	^V turn insert	^P print controls
^D right	^C down	Del Char	^B align paragraph	^Q quick functions
^A word left	screen	^U unerase	^N split the line	Esc shorthand
^F word right			^L find/replace again	



FUNCTION KEY COMMANDS.

top row - use SHIFT/FUNCTION KEY
bottom row - use FUNCTION KEY alone

Display Center ChkRest ChkWord Del Blk HideBlk MoveBlk CopyBlk Beg BlkEnd Blk
1Help 2Undo 3Undrln4Bold 5DelLine6DelWord7Align 8Ruler 9Save & 0Done

FIGURE 4-1

CHAPTER IV

EDITING TOOLS

Some instructions below include Control key commands, for example, CTRL/B. When you see a command written like this, it means press the Control key and the letter at the same time.

DELETING MISTAKES

1. The BACKSPACE key erases letters and spaces directly to the left of the cursor.
2. The DEL key erases letters and spaces directly to the right of the cursor.
3. For other ways to erase a character, word, or line, look at the Edit Menu under the heading of "Erase."

CHANGING LINE SPACING

1. PLACE the cursor where you want the line spacing change to take effect.
2. PRESS CTRL/O to select the "Onscreen Format Menu." (see Figure 5-1)

O N S C R E E N F O R M A T M E N U		
MARGINS	TYPING	DISPLAY
L set left	W turn word wrap off	D turn print controls on
R set right	J turn right justify on	H turn hyphen help on
X release	E enter soft hyphen	P turn preview on
T turn ruler off	G temporary indent	B turn soft space dots on
F ruler from text	S set line spacing	TABS
O ruler to text	C center line	I set tab stop N clear

FIGURE 5-1

3. TYPE S (set line spacing).
4. TYPE the number for the spacing you want.

For example, a "2" gives you double spacing and a "3" gives you triple spacing.

5. PRESS the ENTER key.

This returns you to your document and to the "Edit Menu."

The text will not change until you follow the procedure on the next page, "Updating Word Wrap."

MOVING A WORD, LINE, OR PARAGRAPH

1. PLACE your cursor at the beginning of the text you want to move.
2. PRESS CTRL/K to select the "Block & Save Menu." (see Figure 5-2)

BLOCK & SAVE MENU			
SAVE	BLOCK	FILE	
S save & resume edit	B mark begin	C copy	O copy P print
D save document down	K mark endd	V move	E rename
X save & exit WordStar	H turn display on	Y delete	J erase
Q quit without saving	W write to disk	M math	L logged drive/dir
CURSOR	N turn column mode on		R insert a file
6-9 set/remove marker	I turn column replace on		F run a DOS command

FIGURE 5-2

3. TYPE the letter "B" (mark begin).
4. PLACE the cursor at the end of the text you want to move.
5. PRESS CTRL/K again.
6. TYPE the letter "K" (mark end).
7. PLACE the cursor where you want the marked text to be moved.
8. PRESS CTRL/K.
9. TYPE the letter "V" (move).

This moves your text to where your cursor is and returns you to your document.

UPDATING WORD WRAP

As you type your text and reach the end of a line, the cursor will automatically move to the next line. This is called WORD WRAP. When you make changes, the text will NOT automatically word wrap to the next line. This procedure teaches you how to reformat the paragraph so all lines fit within your margins.

1. MOVE the cursor to the beginning of your document.
2. PRESS CTRL/B.

The cursor stops at each manual return mark, "<" (located on the far right side of the screen).

3. PRESS CTRL/B as many times as necessary to update your document.

CHANGING "RIGHT JUSTIFIED"

The program is initially set to align all your text along the right margin. You do not need this setting for most of your work. This procedure tells you how to turn it off. You need to do this each time you open this document. If you want to turn right justification off permanently for this document, see Chapter VI, Dot Commands.

1. PLACE the cursor in column one where you want justification to be turned off.
2. PRESS CTRL/O for the "Onscreen Format Menu." (see Figure 5-2)
3. TYPE the letter "J" (turn right justify off).

THE HELP MENU

This menu should be used whenever you are not sure what to do next or what a certain command will do. It can be selected by:

1. PRESSING CTRL/J when the "Edit Menu" is shown at the top of the screen.
2. PRESSING the letter "J" when the "Opening Menu" is shown at the top of the screen.
3. PRESSING the "F1" function key at any time. When this key is pressed, you will only get help for the menu shown at the top of the screen.

THE INSERT AND TYPEOVER MODES

Press the insert key (Ins) to turn the insert mode on and off. When the insert mode is on, "Insert" is shown above the menu. Try turning the mode on and off while watching the top of the screen.

When the insert mode is off, you can type directly over text.

CHAPTER V

SAVING AND PRINTING

SAVING A FILE

Saving means storing your file on disk for future use. There are several commands for saving a file. They are all located on the "Block & Save Menu."

PRESS CTRL/K to get from the "Edit Menu" to the "Block & Save Menu" (see Figure 6-1).

BLOCK & SAVE MENU			
SAVE	BLOCK	FILE	
S save & resume edit	B mark begin	C copy	O copy P print
D save document down	K mark endd	V move	E rename
X save & exit WordStar	H turn display on	Y delete	J erase
Q quit without saving	W write to disk	M math	L logged drive/dir
CURSOR	N turn column mode on		R insert a file
@-9 set/remove marker	I turn column replace on		F run a DOS command

FIGURE 6-1

USE THE COMMAND THAT BEST FITS YOUR PURPOSE:

<u>Command</u>	<u>Purpose</u>
^KS	To save the file and resume editing in the same place in the text. Use this command periodically while working in the file. It protects the file from loss due to power failures and other problems. NOTE: All original files have backup files automatically produced as an additional precaution.
^KD	To save the file and return to the Opening Menu.
^KX	To save the file and exit WordStar.
^KQ	To quit the file without saving any changes.

PRINTING A FILE

1. Make sure the printer is on and ready.
2. PRESS P at the Opening Menu.

3. Type the filename you chose and PRESS ENTER.

Seven print options appear, one at a time. At each option, type a response and press ENTER, or just press ENTER to select the default for the option.** After answering the last option, printing begins.

<u>Print Option</u>	<u>Default</u>
Number of Copies?	1
Pause between pages?	No
Use form feeds?	No
Starting page?	1
Ending page?	End of document
Nondocument?	No
Name of Printer?	Primary Printer

To pause printing, PRESS P twice.

PRESS C to continue printing after a pause.

PRESS ^U if the wrong file was accidentally chosen. Printing will stop and WordStar will return to the "Opening Menu."

** When ESC is pressed instead of ENTER at any of the seven options, the defaults are used for any remaining options, and WordStar prints the file immediately.

CHAPTER VI

DOT COMMANDS

What are Dot Commands?

Dot commands are commands that control printing, page layout, page numbering, headings, footings, and line height. Some are exactly the same as menu commands because they were designed with an expert user in mind. The expert user can save time by using Dot Commands rather than menus. Some Dot Commands are "toggles" meaning they are turned on with a value of one and turned off with a value of zero. In other words, they are either ON or OFF. To use a Dot Command, you must:

1. Type a "dot" (a period, .). The period must sit on the left margin for the command to work.
2. Type a command after the dot.
3. Follow the command with a number parameter if necessary.

Some examples of Dot Commands include:

- .MT6 - set the top margin to six lines
- .OP - omit page numbers during printing
- .BP1 - turn bidirectional printing ON (Toggle Command)
- .PA - start a new page on the next line
- .OJ - turn right justify off permanently
- .LS2 - set line spacing to 2 (double space)

CHAPTER VII

REVIEW

We have covered some of WordStar Four's word processing functions in the previous chapters. For most word processing jobs, the following steps are used:

1. Start the program.
2. Create a file.
3. Type and edit your text.
4. Save the file.
5. Print.

The WordStar Four word processing program is easy to use. For additional help and practice lessons, try the tutorial disks provided with the WordStar program.